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WELLESLEY COLLEGE  
LIBRARY

HANDBOOK

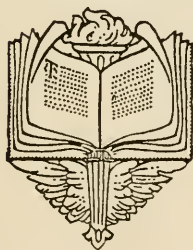


1921



WELLESLEY COLLEGE  
LIBRARY

HANDBOOK



1921

LIBRARY  
SCHOOL

GIFT

**Library Hours**

8:10 A. M. — 5:45 P. M.

7:15 P. M. — 9:30 P. M.

Sunday 2:30 P. M. — 5:30 P. M.



Z 733  
W352 W4  
1921  
MAIN

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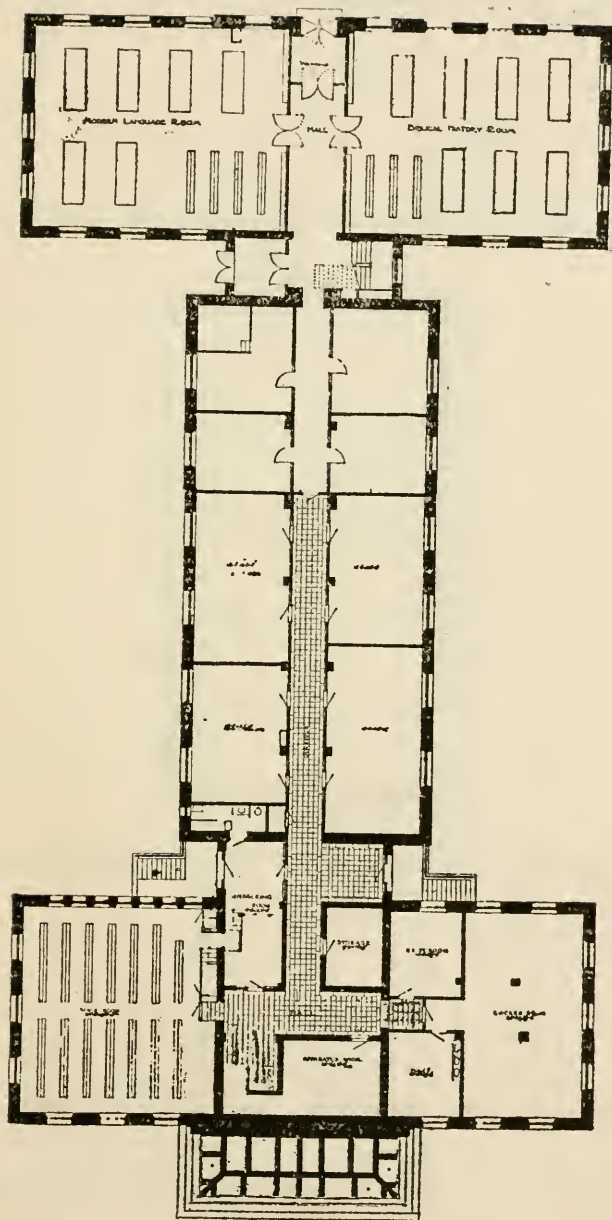
Cease not to learn until thou cease to live;

Think that day lost wherein thou draw'st no letter,

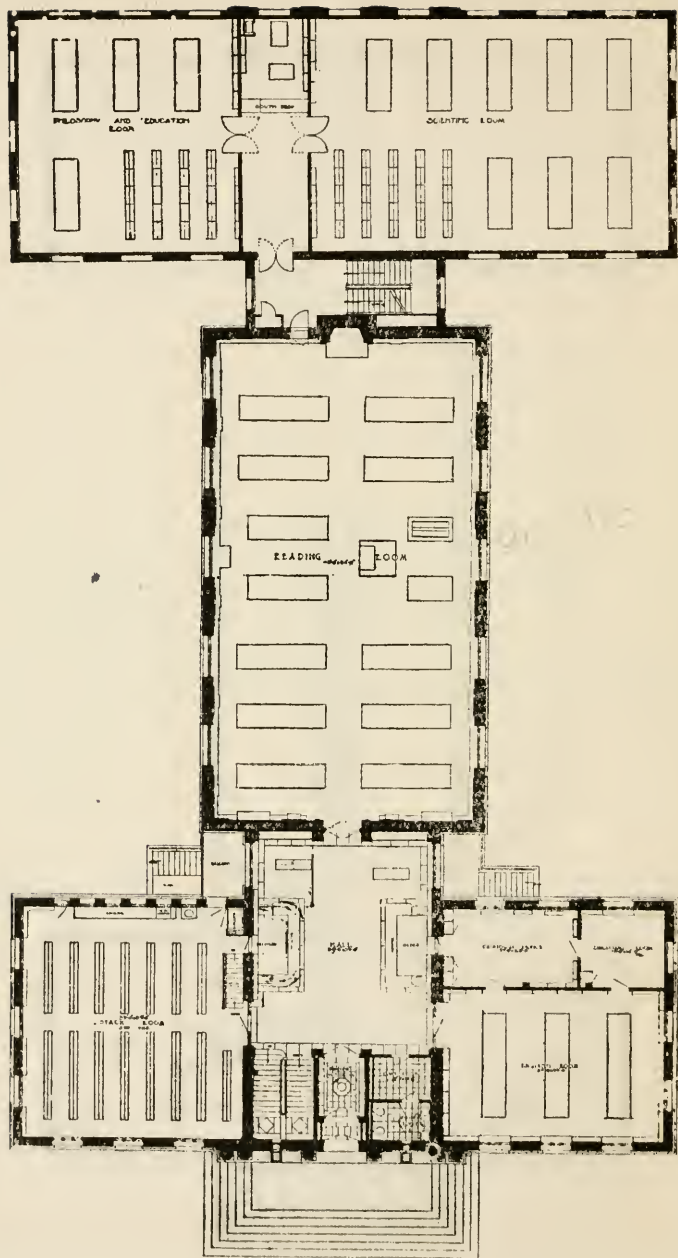
Nor gain'st no lesson, that new grace may give

To make thyself learned, wiser, better.

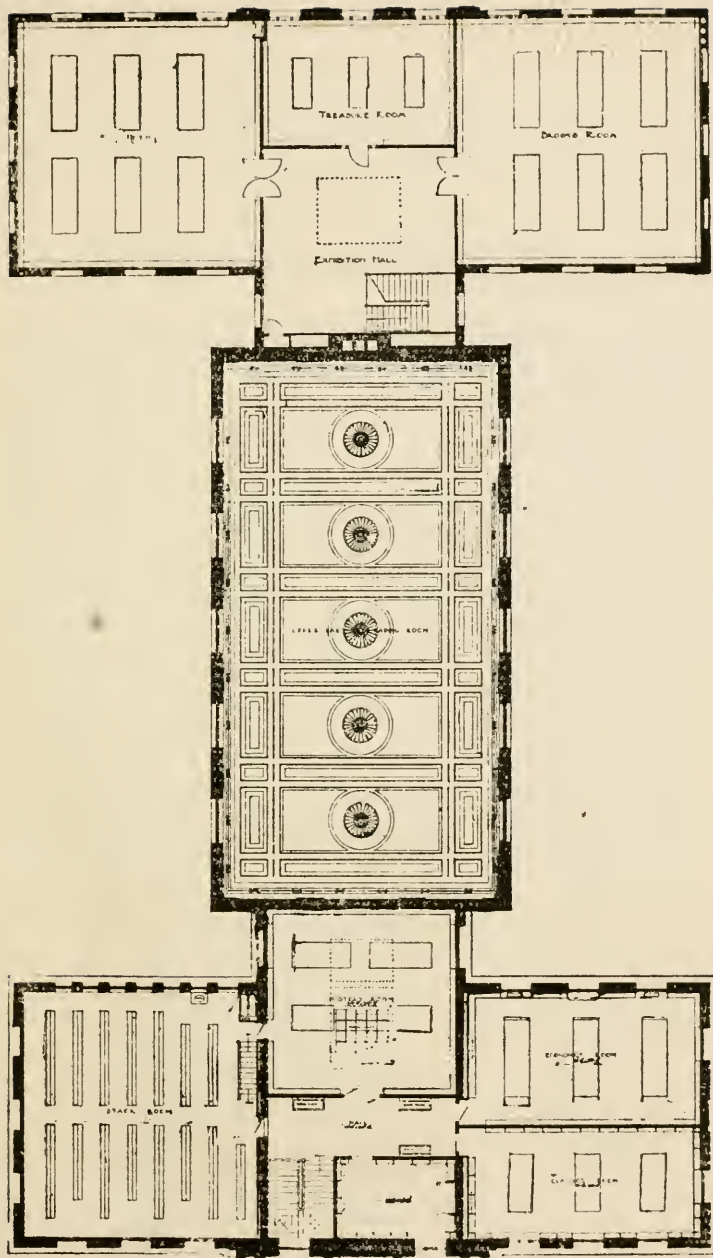
*Quadrains of Pibrac*, translated by Joshua Sylvester.



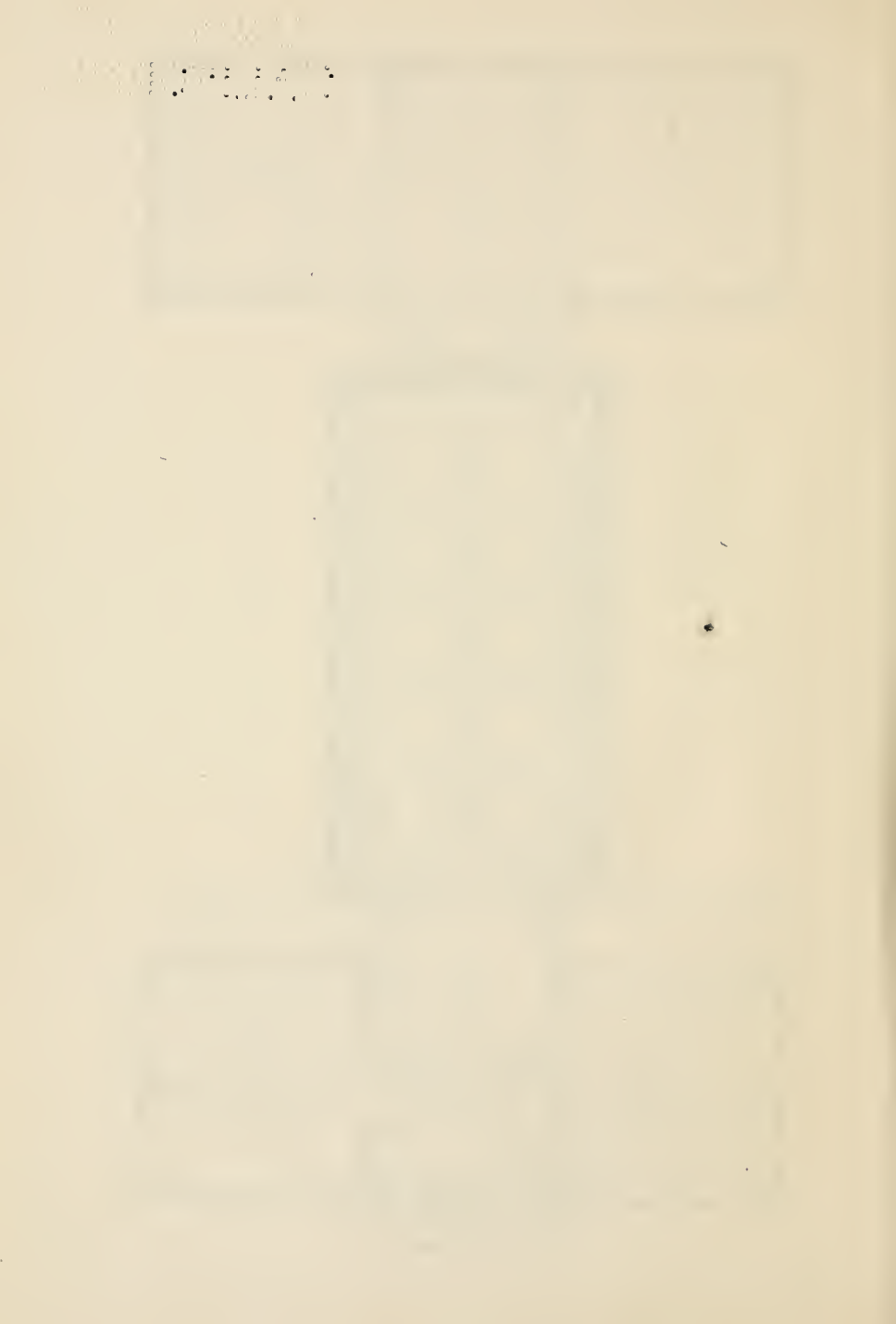
BASEMENT PLAN



FIRST FLOOR PLAN



SECOND FLOOR PLAN



## BRIEF HISTORY OF THE LIBRARY

WHEN College Hall was built by the founder, what then seemed ample provision for the Library was made in the fire-proof wing where in 1878, three years after the opening of the College, over 16,000 volumes and more than 100 periodicals were available for the use of the students and members of the faculty; eight thousand volumes having been given outright from Mr. Durant's own library. Chosen by a man of brilliant intellect and scholarly tastes, with the means to gratify them, many of these books have always been among the most precious possessions of the Library, and have grown increasingly valuable with the passing years. Other early friends of the College gave money and books to enrich the collection, notably Mr. A. S. Sweet, who gave what was then a large sum of money for the purchase of books for the study of the Bible and afterward added to that gift; and Professor E. N. Horsford, who in 1878 endowed the Library, thus providing a fund for the purchase of new books and for various other expenses. These friends of the earlier days have been followed by a succession of book-lovers. In 1904, Mr. George A. Plimpton presented to the College in memory of his wife, Frances Taylor Pearsons Plimpton, who was a member of the class of 1884, the collection of Italian manuscripts and early editions since known as the Plimpton Collection. Professor George Herbert Palmer has been and continues to be one of the Library's most generous donors. Besides many other valuable gifts at various times, his collection of first and other rare editions of the works of Robert and Elizabeth Browning was presented in 1911, the collection of

such editions of Tennyson in 1918, and of Byron in 1921. In 1920, Mr. Charles E. Goodspeed presented his large and valuable collection of the works of Ruskin. Gifts of many other donors, and the bequests of Lady Margaret Huggins in 1916 and of Miss Helen Sanborn in 1917 have added much to the resources of the Library.

Meanwhile the collection had long since outgrown its quarters in College Hall even though from time to time other rooms had been added to the original one, and in 1909 the erection of the present Library building was begun. It was opened for use in the spring of 1910, the books having been transferred from College Hall during the vacation. In 1915-16 the part of the building south of the large Reading Room was added, and has been occupied since the fall of 1916.

The Library contains at present (1921) about ~~9500~~ <sup>9500</sup> bound volumes, besides several thousand pamphlets, and subscribes to about 350 periodicals. Many more are received by gift.

### Description of the Building

The building is of Indiana limestone and its architecture is of the type known as Italian Renaissance. The bronze doors forming the main entrance to the building are the gift of the Class of 1886, in memory of Professor E. N. Horsford, their honorary member. They are the work of Evelyn Longman and represent Wisdom and Charity. The bronze figure of the Lemnian Athena, goddess of wisdom, on the pedestal west of the entrance was given by the class of 1887, that on the other side, the Hestia Giustiniani, goddess of the hearth, by the Class of 1888.

This main entrance to the building leads directly into the Delivery Room. In this room will be found the Catalogue, shelves for books reserved for certain classes, other shelves for the display of recently purchased books and two large desks of



which the one on the left is the "North Desk" where all books taken from this part of the building must be charged. All books taken from the Library must be charged and returned here or at the "South Desk" to which reference is made below. On the right is a desk where some of the work connected with the ordering of books is done. Here are kept the publishers' catalogues and trade bibliographies of the United States and foreign countries. Behind this desk is a door opening into the Cataloguing Room and the Librarian's Office; beside it is the entrance to the English Literature Room. In addition to the books reserved for classes this room contains the Chaucer, Spenser, Milton and Shakespeare collections, except such volumes as are necessarily restricted from general use. There is also a collection of books covering other periods of English literature, though the greater number of such books are shelved on the first floor of the book stack, the entrance to which is from the Delivery Room opposite that to the English Literature Room. Bulletin boards are placed on both sides of this door where notices and clippings of interest are posted.

From the Delivery Room the main stairway ascends to the second floor where are located the Classics, Economics and History Rooms.

In each of these rooms there are shelves of reserved books, and a part of the collection of books relating to the subject, while other books on the same subject are as far as possible shelved in the stack room on the same floor. In addition to these rooms there is also on this floor the Plimpton Room containing the Plimpton Collection of Italian books and manuscripts described elsewhere. There is a door leading to the book stack from the hall at the head of the stairway and also one from the History Room.

Opposite the main entrance of the building on the floor below is the door from the Delivery Room into the large Reading Room. In this room, which provides chairs for 140 readers, the dictionaries, encyclopedias and other general reference

books are shelved, also sets of the most used periodicals and a number of reserved books for various classes. The current periodicals with a few exceptions are kept in the two magazine cases and on the shelves at the right and left of the door from the Delivery Room. Those on the shelves are arranged alphabetically. The desk of the Reference Librarian is in this room.

On the wall opposite this desk is the portrait of Julia J. Irvine, President of the College 1895-1899, painted by Gari Melchers, and on the same wall are portraits of Ellen Fitz Pendleton, President since 1911, and of Ada Lydia Howard, President 1875-1882, the former painted by Ellen Emmet, the latter by Edmund C. Tarbell. On the opposite wall is the portrait of Helen Almira Shafer, President 1888-1894, painted by Kenyon Cox. Over the fireplace is a likeness of Mrs. Pauline Fowle Durant, one of the founders, the work of Carl Nordell. On this wall near the door is the portrait of Alice Freeman Palmer, President 1882-1887, painted by Abbott H. Thayer, and on the other side of the fireplace is one of Caroline Hazard, President 1899-1910, painted by Cecilia Beaux.

The coat of arms at the left of the Wellesley Seal at the end of the Reading Room (over the fireplace) is that of Emmanuel College, Cambridge. The latter college, founded in 1505 by "The Lady Margaret" Beaufort, mother of Henry VII, was the college of Walter Mildmay, who in 1584 founded Emmanuel, the alma mater of that John Harvard who was an early benefactor of Harvard College at Cambridge on this side of the Atlantic. Mr. Durant, the founder of Wellesley, was a member of the Harvard class of 1841.

Leaving the Reading Room, and passing the stairway at the South end of the building, one faces the "South Desk" where books from this part of the building are charged. On the right is the entrance to the Science Room, on the left to the Philosophy and Education Room. In the latter are the books connected with study in those departments. In the former are most of the books classified in the departments of Botany,

Zoology, Geology and Physics. The handsome piece of Chinese embroidery on satin hanging in the hallway was a gift to the College many years ago from Professor E. N. Horsford. The Bokhara embroidery hanging on the stairway leading to the floor below was the gift of Mrs. J. N. Fiske. On this lower floor are two rooms, one containing books for the study of the Bible and of the history of religions, the other devoted to the modern languages.

On the third floor of this part of the building is a room used at present for a newspaper room, the Brooks Memorial Room, and the Treasure Room, which are described elsewhere.

In the large hall are cases containing a collection of jewels, seals, gems and curios, the bequest of Lady Huggins to the College in 1916. Descriptions of articles in the collection will be found on the cases.

In the basement of the Library are the students' coat room, a seminar room for the use of small classes and a room reserved for the use of graduate students, besides the Pierce Memorial Room described on p. 25.

### **Arrangement and Location of Books**

Books are classified by subject according to the Dewey decimal system, and within each class are in general arranged alphabetically by name of author. In the Department Rooms, the arrangement begins on the left as one enters, and shelves should be read from top to bottom and from left to right of each section both in these rooms and in the stack. In the stack each case bears a card stating what numbers are to be found in that case, and a large card near the entrance to each floor shows what subjects, as indicated by the classification numbers, are shelved there. A brief outline of the system of classification will be found on p. 28. Large books, quartos and folios, are in general shelved at the back of each floor of the stack or at one end of the Department Room in which they may be

located. Exceptions to these locations are noted on the catalogue card which should always indicate clearly where a book is shelved. After finding the entry in the catalogue (see p. 16 The Catalogue), the call number on the upper left hand corner of the card should be copied on one of the slips provided for the purpose, including any letters indicating location or size. It is a mistake to trust the memory, for unless the number is remembered exactly finding the book on the shelves becomes a matter of chance. In the Department Rooms at the South end of the building and at the front of each floor of the stack at the North end are shelves labeled "Return Shelves" where books waiting to be returned to their proper location are placed temporarily. Students should look over these shelves in the room where they expect to find a book before deciding that it is not there. Desk attendants are always glad to assist students in finding books if the exact call number is brought to the desk.

## Location of Books

*Exceptions to these locations are indicated on the catalogue cards.*

010- 99	Bibliography .....	Second floor stack
100-199	Philosophy .....	Philosophy and Education Room
200-299	Religion .....	Biblical History Room
300-369, 380-399	Economics and Sociology.....	Third floor stack and Economics Room
370-379	Education .....	Philosophy and Education Room
400-499	Philology .....	Second floor stack
500-599	Science .....	Science Room and Basement stack
600-699	Useful arts .....	Second floor stack
700-799	Fine arts .....	Second floor stack
800-899	Literature	
800-829, 839 .....		First floor stack and English Literature Room
830-838, 840-869 .....		Modern Languages Room
870-889 .....		Third floor stack and Classics Room
890-899 .....		First floor stack
900-999	History .....	Third floor stack and History Room
900-999	(oversize books) .....	Second floor stack

## Reserved Books

Books reserved for the use of classes are shelved in Department Rooms, the Delivery Room and the Reading Room. A guide to the location of shelves and lists of the books reserved in each end of the building are kept at both North and South desks and the attendant at either desk will be glad to assist students in finding the books needed. Reserved books should be returned to the shelf when no longer needed so that they can more easily be found by other students. Other rules for the use of these books will be found on p. 31. Library Rules and Regulations.

## Periodicals

The Library receives about 450 periodicals; until these are bound most of them are kept on the magazine cases and in the drawers underneath them at the north end of the Reading Room, or alphabetically arranged on the shelves at the same end of the room. The current numbers are displayed on the magazine cases, unbound back numbers are in the drawers below. A guide is posted over each case showing where to look for back numbers. On the shelves the current numbers should be found on top of each pile of magazines.

A few magazines of very special interest to the departments in question are sent to the Department Rooms.

Bound magazines of technical character are classified according to subject and shelved in their appropriate place. Periodicals of general interest when bound are shelved alphabetically in the Reading Room and in the stack on the first floor.

The Library also subscribes to the *London Times*, the *Manchester Guardian*, *Le Temps*, and the more important British and French weeklies, in addition to newspapers representing different sections of the United States. The newspapers are kept in a room on the third floor of the south wing.

## The Catalogue

The Card Catalogue, which is filed in cases in one corner of the Delivery Room, furnishes a record of the books in the departmental libraries of Art, Astronomy, Botany, Chemistry, Hygiene and Music as well as of the collections in the General Library.

All of the cards, including author, subject, title, series and reference cards, are arranged in a single alphabet, forming what is known as a Dictionary Catalogue. Here one should be able to find quickly:

1. What books the Library has by a given author.
2. What important material the Library has upon a given subject.
3. Whether the Library has a book of any given title, provided the title is a striking one.
4. How many volumes of any well known series the Library possesses.

The call number of each book appears on the upper left hand corner of the card. Here also is indicated the number of copies in the Library, and whether they are bound or unbound; also their location, if kept in any special collection, i. e. Billings Hall, Hemenway Hall, Reading Room, Treasure Room, etc. The letters Cl, E, Hs and L are stamped in blue near the call number when the book belongs in the Classics, Economics, History or Literature rooms. If the book is a *quarto* or a *folio*, the letter *q* or *f* in *red* forms a part of the call number, indicating that the book belongs on the special "oversize" shelves.

A few suggestions may be of help in using the Catalogue.

To find what periodicals the Library has on the subject of Botany, look for the heading, *Botany. Periodicals*, remembering that *all subject headings* are written in *red*. Here will be found cards for all such periodicals. To find material on the French Revolution, look for the heading, *France. History*.



*Revolution, 1789-1799.* Cards for books of poetry on the Great War will appear under the heading, *European War, 1914-Poetry.* For collections of American plays look under the heading, *American drama. Collections.*

*Bleyer. How to write special feature articles* will be found by looking either under *Bleyer*, under the heading *Journalism*, or under the title. A novel by Hugh Walpole will be found by looking for the name *Walpole*, or for the title of the one desired, e. g. *Jeremy*.

A title card is seldom made for a book whose title begins with a phrase such as "Introduction to . . ."; *History of . . .*," etc. To find *Pancoast, An introduction to English literature*, or *Channing, History of the United States*, one should not look for the title but for the name of the author, or for the heading *English literature. History and criticism*, or *U. S. History*, as the case may be.

Cards for each publication of the Carnegie Institution of Washington will be found under author and subject, but a complete list, with the call number for each, will be found under the heading, *Carnegie Institution of Washington. Publications.* Similar entries are made for many other series, e. g. *English Men of Letters series*; *Mediaeval Towns series*; *Psychological Monographs*, etc.

*Note:* The Catalogue is at present (1921) in a transition stage, the old cards being replaced as fast as possible by cards of standard size. Subject headings on the old cards are not written in red, but are always indented, and size marks are not always included in the call number but are found as part of the information on the body of the card after the imprint.

## SOME ABBREVIATIONS USED IN THE CATALOGUE.

abr. ....	abridged	ausg. ....	ausgabe
app. ....	appendix	b. ....	born
anon. ....	anonymous	bd. ....	band, bound
arr. ....	arranged	c. ....	copyrighted

c., ca., cir. ....	circa (about)	pam. ....	pamphlet
chap. ....	chapter	pt. ....	part
cm. ....	centimeter	ptie. ....	partie
col. ....	colored	pl. ....	plate, plates
comp. ....	compiled, compiler	port. ....	portrait
Cong. ....	Congress	pref. ....	preface
cop. ....	copy	priv. print. ....	privately printed
D., 12mo., 12° ....	duodecimo	pseud. ....	pseudonym
d. ....	died	pub. ....	published, publisher
dept. ....	department	Q., 4to., 4° ....	quarto
ex., exec. ....	executive	rev. ....	revised
ed. ....	edition, editor	S., 16mo., 16° ....	sixteenmo
engr. ....	engraved, engraver	sen. ....	senate
enl. ....	enlarged	ser. ....	series
F., f°, fol. ....	folio	sess. ....	session
facsim. ....	facsimile	sig. ....	signature
fasc. ....	fascicule	soc. ....	society
fl. ....	flourished	sq. ....	square
front. ....	frontispiece	suppl. ....	supplement
hrsg. ....	herausgeben	T., 24mo., 24° ....	twenty-fourmo
illus. ....	illustrated, illustrator	t., th. ....	teil, theil
inaug., diss. ..	inaugural dissertation	t. ....	tome
l., ll. ....	leaf, leaves	t.p. ....	title page
lfg. ....	lieferung	t.p.w. ....	title page wanting
ms., mss. ..	manuscript, manuscripts	tr. ....	translated, translator
n.d. ....	no date	ubers. ....	ubersetzt
n.f. ....	neue folge	umgearb. ....	umgearbeitet
n.p. ....	no place of publication	unb. ....	unbound
n.s. ....	new series	v. vol. ....	volume
nar. ....	narrow	v.p. ....	various paging
numb. ....	numbered	verb. ....	verbesserte
O., 8vo., 8° ....	octavo	verm. ....	vermehrte
obl. ....	oblong	vs. ....	versus
p., pp. ....	page, pages		

## THE REFERENCE COLLECTION.

The term "reference books" is used in libraries to indicate books to which one turns to find some special fact, but which one does not expect to read through consecutively. Such books are most often of the dictionary or cyclopedia sort, that is, compilations of disconnected material in an alphabetical arrangement. Some of them are general,—one may reasonably hope to find something in them about almost any subject,—



others are confined to some special field. Many of the reference books of the latter, special, class are kept, in this Library, with the collection of that department of the College which specially studies their subject; for instance, the cyclopedias of chemistry are in the library room of the Chemistry Building. But the large reading room of the general library building contains a collection of reference books, general and on various special subjects, for which each member of the College is likely to have frequent need, and consequently these books are not to be taken from the room without permission. They are shelved in the order of their call numbers on the west side of the room, the arrangement beginning back of the Reference Librarian's desk. A few words about some of the most used ones may be helpful.

The recent *cyclopedias* published in this country, the *New International* and the *Americana*, are probably those taken from the shelves most often, for their aim is to give information on every topic about which the ordinary American is likely to inquire, under the heading he is likely to look for. The *Encyclopedia Britannica* and the French cyclopedia, *La Grande Encyclopédie*, pay less attention to the United States, are planned for more scholarly readers and generally give their material under more inclusive headings. *Phyfe's 5000 Facts and Fancies* is a small collection of concisely stated bits of information about all varieties of out-of-the-way matters.

Of the *Biblical cyclopedias*, *Hastings* and *Cheyne and Black*, *Hastings* is a little more readable and less conservative. *Hastings's Encyclopedia of Religion and Ethics* and *McClintock and Strong* treat of all religions, and the former is both very recent and very learned.

The section of books on *sociological and economic* matters begins with *Bliss' Encyclopedia of Social Reform*, which, though published in 1908, is still very useful for the history of movements and theories before its date. Several annual publications follow; the *World's Almanac* is a cyclopedia in little, a book of

ready reference for current and perennial facts and figures; the *Statesman's Yearbook* is an authoritative source for facts of government and administration, and for statistics of population, commerce, production, etc.; the *American Yearbook* summarizes the happenings of the last complete calendar year in all lines, but is especially useful for recent economic and political history.

Among the *English dictionaries*, choose *Murray's Oxford* or *New English Dictionary* for accuracy and fullness in the history of words and their definition and illustration of their use. Of dictionaries published in America, the *Century* is fuller and more scholarly than *Webster* and the *Standard*; the latter are more popular and less historical in their methods and include more words. To supplement the dictionaries in the study of synonymous words, use the small handbooks of *Allen*, *Fernald* and *Crabb*. Foreign language lexicons stand next on the shelves, and other copies of most of them can be found in the rooms of the Modern Languages and Classical Departments.

If you wish to verify literary quotations or to learn their authors, the collections of *Bartlett* and *Stokes* are gathered from all times and languages. *Bartlett* is arranged by authors and has an index of subjects and catchwords, while *Stokes* uses the subject arrangement with an author index. Other collections on the same shelves list quotations from foreign literatures only. Here, too, are dictionaries of the works of three individual writers, but there are other books of this sort and concordances to the works of some special authors which it is thought best to shelve in other rooms with the works themselves.

Coming to *historical* reference books, *Putnam* and *Nichol* are made up of tables arranged so that one sees at a glance the contemporaneous men and events in various countries through the centuries. *Larned's History for Ready Reference* is a universal history in dictionary form, extending from the beginnings to 1910, and made up largely by quoting from whatever writers are thought in the case of each event to give the best

accounts. Of the two *classical dictionaries*, *Harper* and *Smith* (the latter in three parts), *Harper* is briefer and rather more popular and generally has its headings in English or refers from the English term, while *Smith* regularly uses Latin headings without references from the English. *Smith* is fuller and more precise in referring to classical sources. *Low and Pulling's Dictionary of English History* and *Harper's Encyclopedia of U. S. History* are often valuable as giving the clues for further reading, though, if bibliographies are wanted, they are usually not so good as the general and biographical cyclopedias.

*Lippincott* is the only purely *biographical* reference book, aside from *Michaud* and the *Nouvelle Biographie Générale* (both in French and far from recent in date though still very valuable), which gives accounts of men of all ages and countries. The *Dictionary of National Biography* is devoted to subjects of the British Empire, and the *Allgemeine Deutsche Biographie* is similarly limited to Germany. Both are very reliable and of literary value and both take up only men no longer living, though they publish supplemental volumes from time to time so that they are periodically brought near such completeness as is consistent with their plan. *Appleton, Lamb*, and the *National Cyclopaedia of American Biography*, the three American biographical works, include living persons and have neither the authority nor the literary value of the English and German publications. Then there are the various *Who's Whos*, intended to be revised at brief intervals and to include only living men. The original one is published in England but includes very prominent men outside Great Britain. *Who's Who in America?*, *Qui Est Vous?* and *Wer Ist's?* are confined to the United States, France and Germany respectively. The general cyclopedias with which this list began of course include biographical material, in some cases the fullest and most valuable obtainable.

*Atlases* are to be found in the atlas case on the east side of the room. Of those called historical, *Droysen, Shepherd* and

*Putzger* illustrate situations at all periods of the world's history. *Lane-Poole* and *Dow* confine themselves to modern Europe, the former, which is the best historical atlas with English text, to the Europe of modern times. *Gardner* maps only English history. *Bartholomew's Citizen's Atlas*, the *Century*, the *Encyclopædia Britannica* and *Rand and McNally* are the most usable of the modern political atlases, and *Stieler* is the most detailed and accurate.

What the Library has of the *New York Times Index* and the many volumes of the general magazine indexes (*Poole* and the *Reader's Guide*), are on the small book case and the table back of the Reference Librarian's desk. Whoever is stationed at this desk is ready at any time to explain the use of these tools, and to her also every student is urged to apply for explanation or assistance in all her use of the Library.

## SPECIAL COLLECTIONS

### The Treasure Room.

The Treasure Room on the third floor of the south end of the building contains the following special collections:

The *Browning Collection* consists of first and other rare editions of the works of Robert and Elizabeth Browning besides a number of books of great interest as having belonged to Robert Browning, the proof sheets of Mrs. Browning's poems with corrections in her own hand and directions to the printer written by Robert Browning, and the original manuscript of *Aurora Leigh*.

The *Tennyson Collection* consists of a complete collection of first editions of Tennyson's works and much valuable collateral material, including the original letters of Arthur Hallam to Emily Tennyson, beautifully mounted and bound. The *Byron Collection* includes letters from Lord and Lady Byron as well as first editions of Lord Byron's works.

Books in these collections are the gift of Professor George

Herbert Palmer, with the exception of the manuscript letters of Arthur Hallam just mentioned and the manuscript of Aurora Leigh, both of which were given by Mr. Galen L. Stone.

The *Ruskin Collection*, gift of Mr. Charles E. Goodspeed, consists of a complete collection of all authorized editions of Modern Painters, Stones of Venice and the Seven Lamps of Architecture, the original issues in parts of such works as were issued periodically, many very rare pamphlets, early American editions, literary annuals in which the early work of Ruskin first appeared, selections from his works, publications of Ruskin societies, etc.

Besides the above mentioned collections, the Treasure Room contains a large number of other rare and valuable books and manuscripts, gifts of the founders and of other friends of the College. Among the manuscripts might be mentioned the large and handsomely illuminated Gradual of the fourteenth or early fifteenth century, a smaller volume of ritual music of the same date, the original charter given to a monastery in Rome by Otto III in 996, and a charter granting mineral rights to one of his subjects by Charles V of Spain signed by him at Worms on the day Luther was summoned to the Diet, March 6th, 1521. There is also a notable collection of early editions of Luther's works, including the German Bible of 1545, the last edition revised by him, another Bible once owned by Melancthon containing notes in his handwriting, and a copy of his *Loci Communes* with many autographs of German theologians of the time on inserted leaves, and with Melancthon's own marginal annotations, some of them dated.

The Library has also a collection of autograph letters, including some of considerable value, and many valuable autographed copies of books once belonging to famous men.

In the Treasure Room are 12 of the 55 examples of incunabula (books printed before 1500), owned by the Library. Three of those in this room are the only copies listed in the Census of Fifteenth Century Books owned in America.



In 1921 the trustees of the College presented to the Library the portrait of Professor George Herbert Palmer, painted by Mrs. Winifred Rieber, which is placed in this room in recognition of his interest in the rare book collection to which he has contributed so generously.

### **The Plimpton Room.**

The *Plimpton Collection* of Italian books and manuscripts, chiefly of the Renaissance period, was given to the Library by Mr. George A. Plimpton in memory of his wife, Frances Taylor Pearsons Plimpton, of the class of 1884. It includes a collection of rare and unique editions of early romances of chivalry, which is one of the largest in the world; 43 volumes of incunabula, many of them the only copies listed in the "Census"; early editions of Dante, Petrarch and other Italian poets; manuscripts of the fourteenth and fifteenth centuries, and a collection of Savonarola's tracts and sermons, issued during the lifetime of the great reformer, now exceedingly rare and having the added interest of containing early examples of Italian wood engraving.

This collection is kept in the room known as the Plimpton Room, located on the second floor at the north end of the Library.

Exhibitions of the rare books and manuscripts owned by the Library are held at intervals in the Treasure Room, and there may always be found interesting examples from these collections with descriptive notes in the cases in the halls outside the Treasure Room and the Plimpton Room.

### **The Brooks Memorial Room.**

The Brooks Room was furnished in 1921 by the class of 1891 and other friends in memory of Henrietta St. Barbe Brooks, a member of that class and Librarian of the College from 1910 to 1916. The room, which has been given the character of a

private library, is primarily designed for reading rather than study and it is hoped that the collection of choice books in this quiet and beautiful room may increase the number of "wise lovers of books" in the College.

In addition to the books purchased especially for it, the Morgan Collection, given in memory of Miss Anne Eugenia Morgan, formerly Professor of Philosophy, and the Jewett Collection, a memorial to Miss Sophie Jewett, Professor of English Literature, are in this room, as well as books from the bequests of Lady Margaret Huggins, Miss Lucy A. Plympton of the class of 1900, and Miss Helen J. Sanborn of the class of 1906. 1884

The requirement that these books are to be used in the Brooks Room only and without ink or fountain pens is intended to safeguard the quiet and freshness of the room.

### **The Pierce Memorial Room.**

The Pierce Memorial Room, furnished by the class of 1891 as a reading room for members of the faculty, in memory of Miss Caroline F. Pierce, 1891, Librarian of the College 1903 to 1909, contains the collection of theses written by graduate students of the College, the Historical Collection, and the few books remaining from the Horsford Collection of books in and relating to the Languages of the North American Indians.

## **DEPARTMENT LIBRARIES**

### *Art Library*

The Department of Art has its library in the Art Building.

### *Astronomy Library*

All books relating to Astronomy are kept at the Observatory.

### *Botany Library*

A selection of books known as the Botany Library is kept in Stone Hall.

### *Chemistry Library*

Practically all the books relating to the subject of Chemistry are in the Chemistry Building.

### *Hemenway Hall Library*

The Department of Hygiene and Physical Education has its library in Hemenway Hall.

### *Music Library*

The Department of Music has its library on the second floor of Billings Hall.

## **SUGGESTIONS AS TO THE CARE OF BOOKS**

"We are not only rendering service to God in preparing volumes of new books but also exercising an office of sacred piety when we treat books carefully and again when we restore them to their proper places and commend them to inviolable custody; that they may rejoice in purity while we have them in our hands and rest securely when they are put back in their repositories. . . . Wherefore we deem it expedient to warn our students of various negligencies which might easily be avoided and do wonderful harm to books."

*The Philobiblon of Richard de Bury.*

Directions to children about the use of books might read: "Have your hands clean when you touch books, do not open them roughly or too far, and do not write or draw in them or turn down the corners of the leaves." In speaking to college women, one would prefer to think such directions unnecessary and would make other suggestions.

In taking a large heavy book from the shelf, do so if possible by drawing it toward you from the bottom and sides as well as from the top.

If in the course of your work you lay one book open upon another, be sure that the cover of the upper book will not soil the pages nor its weight break the back of the one beneath. Close heavy books like dictionaries and encyclopedias with particular care. Their first pages, and others also, if of thin paper, take every chance to fold back and become creased, and a page so creased never recovers.



Book marks should be thin. Pencils, for instance, shut into books are very likely to break the backs.

Do not crowd books on reserved or return shelves by thrusting them in horizontally or obliquely. Even when you are leaving the Library hastily, do not save time by careless or rough treatment of the book you have been using.

Remember that making corrections or annotations in books not belonging to yourself is indefensible even when intended to be helpful. Correction of the text is a dangerous matter even in one's own book. For example, changing certain figures in order to bring them down to date would result in real inconsistency in the book whose argument is based on the figures it gives. Let the preface or copyright date account to each user of the book for the statements included in it.

If you are taking a course in the Department of Reading and Speaking, spend a few minutes in making notes of your beginnings, endings and omissions in each of the selections you choose instead of indicating these by marks which you have no right to make in library books, and which later require the time of a library assistant for their erasure. If they are not discovered and erased, later users of the book feel the same displeasure you would experience in a like case. Suppose that some member of your class chooses to repeat the exquisite tale of quaint little Annunziata from "My Friend Prospero," by Henry Harland, and does it so well that you are moved to read the whole story for yourself. If you find the book disfigured by pencil marks your conviction is instant that the narrator you heard could not have made them. The person who could so mistreat the book could not appreciate the delicacy of the story.

In general the thoughtless marring or injury of the property of another, or of anything which has value, is excusable in an irresponsible child but not in anyone of mature years. There is no surer test of refinement than the manner in which a person handles a book.

## THE LIBRARY STAFF

There are nearly always at least three members of the Library staff at the immediate service of users of the Library, attendants at each of the loan desks and the Reference Librarian or another member of the staff on duty in her place. Attendants at the loan desks will answer any inquiry about the location of books or reserved shelves or about entries in the catalogue. Questions as to the material in the Library on a given subject, or any question dealing with the resources of the Library, should be asked of the Reference Librarian, who is always ready to advise and direct students in their search. It must be remembered that the resources of the Library on any subject have not been exhausted until the Reference Librarian has been consulted, as material not yet catalogued or not reached by the usual indexes to periodicals often eludes the student. Where the Library lacks material it is often possible to obtain it within a few days from libraries in Boston or its vicinity by means of the inter-library loan system.

The Librarian is very glad to see students in her office to talk with them about anything connected with the Library. Students who consider entering library work after leaving College are especially urged to consult her.

Suggestions as to the purchase of books are welcomed from students and as far as possible carried out. Any suggestions or criticisms made to the Librarian or to either of the Associate Librarians will receive careful consideration, as the Library desires nothing so much as complete co-operation with students and members of the faculty.

## CLASSIFICATION OF BOOKS

010	Bibliography	220	Bible
100	Philosophy	230	Christian doctrine. Theology
150	Psychology	260	The Church
160	Logic	270	Religious history
170	Ethics	290	Non-Christian religions
200	Religion	300	Social and Political sciences

370	Education	812	American drama
400	Philology	813	American fiction
420	English philology	814	American essays
423	Dictionaries	815	American orations
425	Grammar	816	American letters
429	Anglo-Saxon	817	American humor
430	German philology	*820	English literature
439	Minor Teutonic languages	829	Anglo Saxon
440	French	*830	German literature
449	Provençal	839	Danish, Icelandic, etc.
450	Italian	*840	French literature
460	Spanish	*850	Italian literature
469	Portuguese	*860	Spanish literature
470	Latin	*870	Latin literature
480	Greek	*880	Greek literature
500	Science	890	Minor literatures
510	Mathematics	900	History
520	Astronomy	910	Geography and travel
530	Physics	920	Biography
540	Chemistry	930	Ancient history
550	Geology	937	Rome
560	Paleontology	938	Greece
570	Biology	940	European history
580	Botany	942	England
590	Zoology	943	Germany
600	Useful arts	944	France
630	Agriculture	945	Italy
640	Domestic science	946	Spain
700	Fine Arts	947	Russia
710	Landscape gardening	948	Norway, Sweden, Denmark
720	Architecture	949	Minor European countries
730	Sculpture	950	Asia
740	Drawing	960	Africa
750	Painting	970	North America
760	Engraving	971	British America, Canada
780	Music	972	Mexico, Central America
800	Literature	973	United States
810	American literature	980	South America
811	American poetry	990	Oceanica, Polar regions

\* 820-880 sub-divided like 810.

## LIBRARY RULES AND REGULATIONS

Sir Thomas Bodley, founder of the famous Bodleian Library at Oxford, ruled that before any graduate or person of note should be given the privilege of the Library he should appear before the Vice-chancellor, or his substitute, and there in the presence of the Keeper should take the oath of fidelity to the Library which should be administered in these words:

"You shall promise and swear in the presence of Almighty God that whenever you shall repair to the Publick Library of the University you will con-

form yourself to study with modesty and silence; and use both the books and everything which pertains to their furniture with a careful respect to their longest conservation; and that neither yourself in person, nor any other whatsoever by your procurement or privity, shall either openly or underhand by way of embezzling, changing, razing, defacing, tearing, cutting, noting, underlining, or by voluntary corrupting, blotting, blurring, or any other manner of mangling or misusing any one or more of said books, either wholly, or in part make any alteration; But shall hinder and impeach as much as lieth in you all and every such offender by detecting their demeanor to the Vice-chancellor or to his deputy then in place within the next three days after it shall come to your knowledge—so help you God, by Christ's merits according to the doctrine of His Holy Evangelists."

## Hours

The Library of the College comprises the General Library and the department libraries of Art, Astronomy, Botany, Chemistry, Hygiene and Music.

Throughout the academic year the General Library will be open every week day, holidays included, except Thanksgiving Day, from 8:10 A.M. to 5:45 P.M., and from 7:15 P.M. to 9:30 P.M., and on Sunday from 2:30 P.M. to 5:30 P.M.

No one may enter or remain in the building during the hours when the Library is closed.

Department libraries shall be governed by the rules of the General Library, except that the hours of opening and hours for charging books shall be fixed by the respective departments.

The department libraries are located as follows: the Art Library in the Art Building; the Astronomy Library in the Observatory; the Botany Library in Stone Hall; the Chemistry Library in the Chemistry Building; the Hygiene Library in Mary Hemenway Hall; the Music Library in Billings Hall.

## Loans

Books drawn from the Library must be charged at one of the loan desks. When returned they should be left at the same loan desk.

Books in department libraries will be charged by officers of the respective departments, at hours fixed by the department.

The following books are restricted from circulation.

1. The private library of the Founders of the College, comprising accession numbers from 1 to 8,000.

2. Cyclopaedias, dictionaries, atlases, and other reference books.

3. All books which are rare, costly, or unsuitable for circulation.

4. The latest number of every unbound periodical.

5. Books temporarily placed on reserve by instructors for class reference.

Books may be drawn for two weeks, but if deemed advisable by the Librarian the loan may be limited to a shorter period. Books may be loaned for the vacations at the discretion of the Librarian.

Periodicals, with the exception of the latest number, may be drawn for two days.

Books reserved for class use will be loaned under a special time limit, viz.: from 9 P. M. on Saturday until 8:40 A. M. on the following Monday, and on other week days from 9 P. M. until 8:40 A. M. of the following day. Not more than two reserved books may be drawn at one time.

Students may register in advance for such books, but books charged in advance must be brought to the loan desk to be checked before they are taken from the Library.

Books will not be charged to students between 5:30 P. M. and 5:45 P. M. and after 9:15 P. M.

At the discretion of the Librarian the restricted books may be loaned for use on special topics or papers; the number of books and the time for which they may be retained shall be specified by the Librarian.

Unpublished theses of graduate students shall be loaned only upon a written order from the head of the department under which the work was done.

### **Recalls**

The Librarian will recall, on request, books drawn for per-

sonal use by instructors, officers, or students, after the expiration of two weeks.

All books are subject to immediate recall for class work, and must be returned within twenty-four hours after receipt of notice.

### **Fines**

A fine of twenty-five cents a day shall be paid for detention of a book recalled for class use beyond the twenty-four hour limit.

Books from the reserved shelves which are not returned on time are subject to a fine of twenty-five cents for the first hour and five cents for each hour thereafter.

On all other overdue books a fine of two cents a day shall be paid on each volume.

A fine remaining unpaid for a month shall cancel the privilege of drawing books.

A student who for any reason has lost her privilege of drawing books may not take them in another student's name.

### **Renewals**

Loans may be renewed at the discretion of the Librarian. Renewals may be made by mail or telephone.

### **Losses and Defacements**

No borrower shall write in or mark a book belonging to the Library, turn down leaves, or in any way deface the same.

No corrections may be made except such as are authorized by the Librarian. Tracing is forbidden except by permission of the Librarian.

Fines will be charged for defacement of books or papers according to the extent of the damage, from fifty cents up to the cost of replacing the work by a new copy.

A book not returned after one month's notice will be considered lost, and will be replaced at the borrower's expense.



## **Book, Stack, Reference and Department Rooms**

All readers may have free access to the book stacks, but books taken from the shelves for temporary use should not be returned to the regular shelves. They should be left on a table or placed on the "Return shelves" which will be found so marked at the entrance to each room of the stack and to Department Rooms.

Reserved books should be returned to the shelves from which they were taken.

Books taken from one part of the Library to another should be returned to the room from which they were taken.

Books may not be taken from the Reference Room for use in other parts of the Library without permission of the Reference Librarian, who will make a record of the fact at the Reference or the Loan Desk. This record will be cancelled when the books are returned.

General conversation is not permitted in the Library. Students wishing to study together may use the Seminar Room in the basement when that is not in use for classes.

Neither ink nor fountain pens may be used in the Plimpton Room, Treasure Room or Brooks Room.

## **Infringement of Rules**

No deviation from these rules shall be allowed, except by vote of the Library Committee, on written petition.

Infringement of the rules will be reported to the Academic Council for action, and will subject the delinquent to a suspension of her privileges, or to such penalty as the nature of the case may require.

Ignorance of the rules will excuse no one from penalties attached to their violation.

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